

Approved For Release 2001/03/30 : CIA-RDP62-00634A000100130037-2

~~CONFIDENTIAL~~  
*Office Memorandum* • UNITED STATES GOVERNMENT

25X1A9a TO

PPS/TR

DATE: 2 July 1959

25X1A9a FROM :

ARO/TR

SUBJECT: Vital Materials Program

Document No. 014NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 59

Auth: DDA REG. 77/1763

Date: 6 Feb 59 By: 022

In compliance with Mr. Baird's memorandum dated 14 May 1959 "DTR's Concept and Fixing of Responsibilities for War and Emergency Planning Within OTR", the following action pertaining to Vital Materials has been taken:

25X1A9a

1. Met with Mr. [REDACTED] to discuss the Area Records Officer's role in this planning.

2. Developed paper outlining steps to be taken by the various Staffs and Schools of OTR to provide for an effective Vital Materials Program.

25X1A6b

3. Made trip to [REDACTED] to review OTR Vital Materials Deposits. Results of this review indicated the following:

- a. No deposits had been made since May 1958.
- b. Many of the records on deposits were obsolete.
- c. No lesson plans were at [REDACTED]
- d. No record of Agency training of individuals was on file.

25X1A6b

The Repository has provided me with an inventory of all materials on deposit for OTR. This inventory will be reviewed by each Staff and School.

25X1A9a

4. With Mr. [REDACTED] the CIA Vital Materials Officer, made a trip to [REDACTED] to inventory Vital Materials on file in the vault. Also discussed generally the Vital Materials with Mr. [REDACTED] and Mrs. [REDACTED]. A preliminary review of this inventory disclosed the following:

- a. That several obsolete items are on deposit.
- b. There was no material on deposit for several of the Staffs and Schools.

This inventory, a complete listing of the categories of materials on deposit, is presently being reviewed by each Staff and School.

~~CONFIDENTIAL~~

SECRET

Approved For Release 2001/03/30 : CIA-RDP62-00634A000100130037-2

- 2 -

5. Subsequent to inventorying the following actions have been taken:

25X1A9a

- a. Met with Mr. [REDACTED] to discuss generally the holdings at both locations. It was determined that the most effective approach would be to personally contact each Staff and School chief to discuss the Vital Materials Program and review the inventories.

25X1A9a

25X1A9a

25X1A9a

25X1A9a

- b. Met with Mr. [REDACTED] Chief, Intelligence School. Mr. [REDACTED] felt that certain Intelligence School materials should be deposited. At this meeting Miss [REDACTED] was designated Vital Materials Officer for this School. Miss [REDACTED] and I discussed the program further.

25X1A9a

25X1A9a

- c. Met with Mr. [REDACTED] and discussed the Operations School Vital Materials Program. Mr. [REDACTED] noted several obsolete items and other "groups" were not being deposited. Left copies of inventories for their use.

25X1A9a

- d. Met with Mr. [REDACTED] and discussed the Registrar's Vital Materials Program. The list showing Agency personnel trained by OTR was discussed. We feel this item should be deposited.

6. The other Staffs and Schools are being contacted.

25X1A9a

